



**STATE OF UTAH**  
**invites applications for the position of:**

## **CIPS-Construction Supervisor (UCI) - NON POST**

---

**SALARY:** \$20.50 - \$32.52 Hourly

**OPENING DATE:** 06/21/17

**CLOSING DATE:** Continuous

**NUMBER OF OPENINGS:** 2

**BENEFITS:**

This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**DRIVER LICENSE REQUIREMENTS:**

Employees hired for this recruitment will be subject to the Driver Eligibility standards found at the following link:  
<http://www.rules.utah.gov/publicat/code/r027/r027-007.htm#T3>

**PHYSICAL ADDRESS:**

CENTRAL MAINTENANCE 14402 S PONY EXPRESS RD Draper, Utah

**RECRUITER NAME:**

Debbie Martinez-Orth

**RECRUITER TELEPHONE NUMBER:**

801-545-5698

**RECRUITER EMAIL ADDRESS:**

[dmartinez@utah.gov](mailto:dmartinez@utah.gov)

**OVERTIME EXEMPT:**

No

**SCHEDULE CODE:**

B - Competitive Career Service - Employment in this position requires a probationary period.

**EEO STATEMENT:**

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. Reasonable accommodations provided to known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, contact the Dept. of Human Resource Mgmt. at 801-538-3025 or TTY 801-538-3696.

**JOB DESCRIPTION:**

We are looking for someone who is driven, reliable, willing to work hard and is a dedicated individual to fill the position.

The Correctional Industries Program Specialists/Constructions Supervisor for UCI is a specialists in a

specific service and or trade.

We currently are filling two positions for the C.I.P.S- Constructions Supervisor.

**Key Responsibilities:**

As the Construction Supervisor, you will need to be able to:

- Lead or functionally supervise inmates and/or staff
- Teaches others the principles and techniques used in the specific service or trade,
- Schedules and assigns work to meet completion dates.
- Ensures compliance with applicable federal and/or state laws, regulations, and/or agency rules, standards and guidelines, etc.
- Successfully engage people from all levels of the organization in production and other company goals.

**The Ideal Candidate**

The model candidate for this position:

- Self-starter
- Leads and assists others
- Ensures accurate completion projects.
- Management Experience (Training and working with new hires)
- Possess good interpersonal and communication skills to deal effectively with internal and external customers.

**Why You Should Join Our Team**

Besides working with a dedicated team of professionals who are dedicated to ensuring the public's safety, you will receive great health and retirement benefits. Click [here](#) to view a summary of the benefits we offer. We also provide a generous paid time off so you can spend more time with your family and have a positive work-life balance.

**The Agency**

The Utah Department of Corrections is a dedicated team of professionals who ensures public safety by effectively managing offenders while maintaining close collaboration with partner agencies and the community. Our team is devoted to providing maximum opportunities for offenders to make lasting changes through accountability, treatment, education, and positive reinforcement within a safe environment.

For more information on the Utah Department of Corrections please click [here](#).

**SUPPLEMENTAL INFORMATION:**

Hiring officials may identify additional related skills and requirements as preferences in making hiring and promotional decision. Only the most qualified applicants will be asked to attend an oral interview.

Risks found in the typical office setting, which is adequately lighted, heated and ventilated, e.g., safe use of office equipment, avoiding trips and falls, observing fire regulations, etc..

Typically, the employee may sit comfortably to perform the work; however, there may be some walking; standing; bending; carrying light items; driving an automobile, etc. Special physical demands are not required to perform the work.

---

The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Department of Human Resource Management at (801) 538-3025 or TTY (801) 538-3696.

APPLICATIONS MAY BE FILED ONLINE AT:  
<https://statejobs.utah.gov>

2120 State Office Building  
Salt Lake City, UT 84114  
801-538-3025

[statejobs@utah.gov](mailto:statejobs@utah.gov)

Position #12496  
CIPS-CONSTRUCTION SUPERVISOR (UCI) - NON POST  
DM

---

### **CIPS-Construction Supervisor (UCI) - NON POST Supplemental Questionnaire**

- \* 1. Are you a current employee with the Department of Corrections, or have ever worked for the Department of Corrections?  
☐ Yes   ☐ No
  
- \* 2. Please select the number of years of professional experience you have where you supervised staff as part of your daily job duties. For the purposes of this question, a Supervisor would hire, lead, direct, evaluate, audit, and terminate staff that reported directly to them. \*(Note that positions of instruction in a classroom or learning environment would not qualify as supervising.)  
☐ None  
☐ Up to six months  
☐ Up to one year  
☐ Up to two years  
☐ Up to three years  
☐ Up to four years  
☐ Five years or more
  
- \* 3. Please select the number of years of professional experience you have in the construction field.  
☐ None  
☐ Up to six months  
☐ Up to one year  
☐ Up to two years  
☐ Up to three years  
☐ Up to four years  
☐ Five years or more
  
- \* 4. Rate your level of experience operating heavy equipment.  
☐ No Experience  
☐ Limited Experience  
☐ Moderate Experience  
☐ Extensive Experience (Proficient)
  
- 5. In the space below describe any trades or skills you have in the construction field.
  
  
  
  
  
- \* 6. Please rate your experience in scheduling and assigning project to ensure compliance and completions dates.  
☐ No Experience  
☐ Limited Experience  
☐ Moderate Experience  
☐ Extensive Experience
  
- 7. In the space below describe any experience you have bidding or estimating projects.
  
  
  
  
  
- \* 8. Please indicate how you heard about this specific job posting.  
☐ State Jobs  
☐ An External Job Posting Site (Indeed, LinkedIn, etc.)  
☐ Social Media (Facebook, Twitter, etc.)

- ☐ Advertisement (Newspaper, Internet, Radio, etc.)
- ☐ Professional Network
- ☐ University Network (Career Center)
- ☐ Referred by a Friend or Colleague
- ☐ Contacted by a Recruiter
- ☐ Career Fair
- ☐ Internal communication from a State Agency that employs me - State employees only
- ☐ Other

- \* 9. As part of this application process, you must upload your resume and references into your profile. Failure to include a resume may result in disqualification. Your answers to the questions on this application must be supported by your resume; otherwise you may not receive credit. "See resume" is not a valid answer to any question.

☐ I acknowledge that I have read the statements above.

- \* Required Question